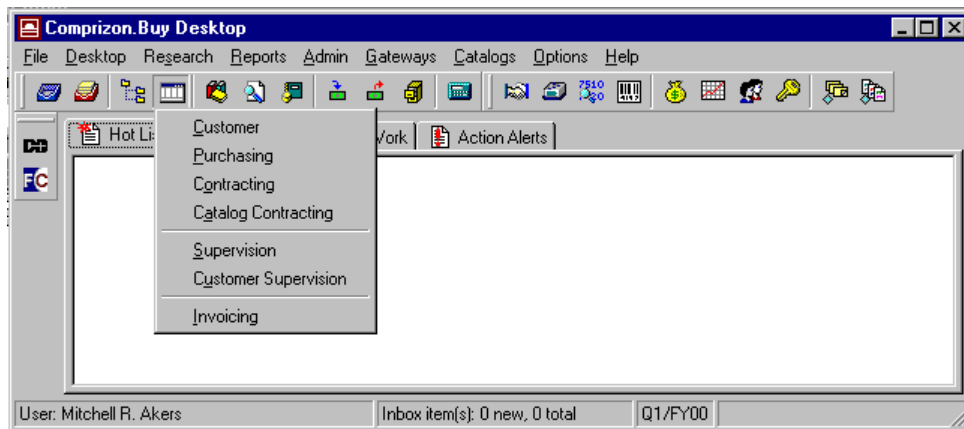


CREATING DELIVERY/TASK ORDERS (LOCAL) IN EAS

NOTE: *The Customer Requisition must be entered in the Customer Worksheet and submitted to Purchasing or Contracting prior to issuing the delivery order. The delivery order contract number may be entered (without dashes) under the Sources Screen of the Customer Requisition.*

Creating a Delivery Order (local)

EAS Desktop



Click on the Worksheet icon. A pop up menu will appear.

Click on “Contracting” or “Purchasing” (Use Purchasing for simplified acquisition procurements). The *Contracting* or *Purchasing Worksheet* will appear.

Highlight the Procurement Request (PR) number that the delivery order is being created for. Click on the check box next to “Award.”

Contracting Worksheet Screen

Project	Purchase Request	Solicitation	Award
GS-06P-98-TN-M-0045			GS-06P-98-TNM-0045
IDIQ-ICN-FORT DODGE			GS-06P-97-GYD-0037/P-06-98-TN-0028
GS-06P-98-TN-C-0047			GS-06P-98-TNC-0047
GS-06P-98-TN-C-0038		GS-06P-98-TNC-0038	GS-06P-98-TNC-0038
MODPS01/0038			
MODPS01/980025			
P-06-98-TN-0025			GS-06P-95-GYD-0024/P-06-98-TN-0025
P-06-98-TN-0034			GS-06P-95-GYD-0024/P-06-98-TN-0034
GS-06P-98-TN-C-0046			GS-06P-98-TNC-0046
GS-06P-98-TN-C-0049			GS-06P-98-TNC-0049
MODPA01/980005			
MODPS01/980005			
MODPS02/980005			

Status: Full Award
Folder: AA New Work
Notes: FORT DODGE AIR CONDENSORS

Click on the icon or double click on the PR itself. An “Award Type” menu box will appear.

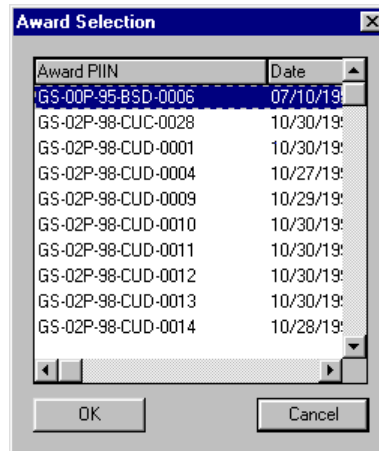
CONTRACTING

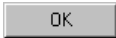
PURCHASING

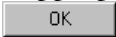
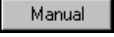
Click on “DO LOCAL.” Click on the button. A *Delivery Order Number* box will appear. Ensure the appropriate Purchase Office Identifier, i.e., TN, GY, etc is entered. Click on the button. To enter a delivery order number manually, click on the button and enter the number.

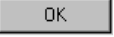
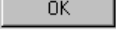
NOTE: If the Indefinite Delivery Contracts number is not entered in the appropriate field under the Sources Screen at the Requisition or PR stage, the Award Selection screen will appear.

Award Selection Box

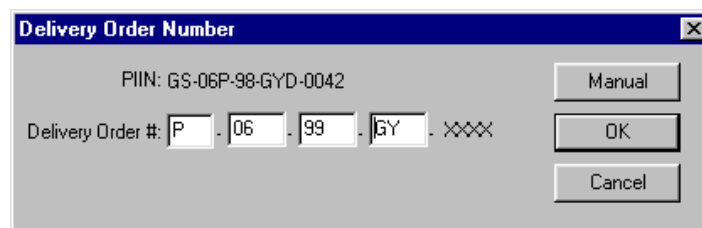


Locate the contract number for which a delivery order/task order is being issued against, highlight it, and click on the  button.

The *Delivery Order Number Box* will appear. Ensure the appropriate Purchase Office Identifier, i.e., TN, GY, etc is entered. Click on the  button. To enter a delivery order number manually, click on the  manual and enter the number.

NOTE: The system will not allow duplicate order numbers. If an existing order number is entered, a message box will appear stating that the number already exists. Click the  button to acknowledge the message. You will then return to the "Delivery Order Number" box. Click on the  button and the system will then generate an order number..

Delivery Order Number Box



Award Administration

The *Award Administration Summary Screen* will appear. There are 7 tabs across the top of the *Award Administration Summary Screen* ("Admin," "Properties," "Addresses," "Funding," "Text," "Form Info," "Catalog").

Award Administration Tab Control Screen

Admin Screen

Award Administration

Admin | Properties | Addresses | Funding | Text | Form Info | Catalog

Award Information

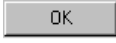
Award Date: 09/13/1999 Award Form: GS300
Expires On: 12/31/1999 PR Number: P-06-99-TN-0045
Signed On: 09/13/1999
Currency: US Dollars Rate: 1.000000
Vendor: 00003040
Geisler Ptg & Constr.
5037 NE 38th
Des Moines, IA 50317-
(515)265-3611
COR/COTR: GST George Stambaugh
Contract Officer: JOH Susan V. Johnson

OK Cancel Apply Help

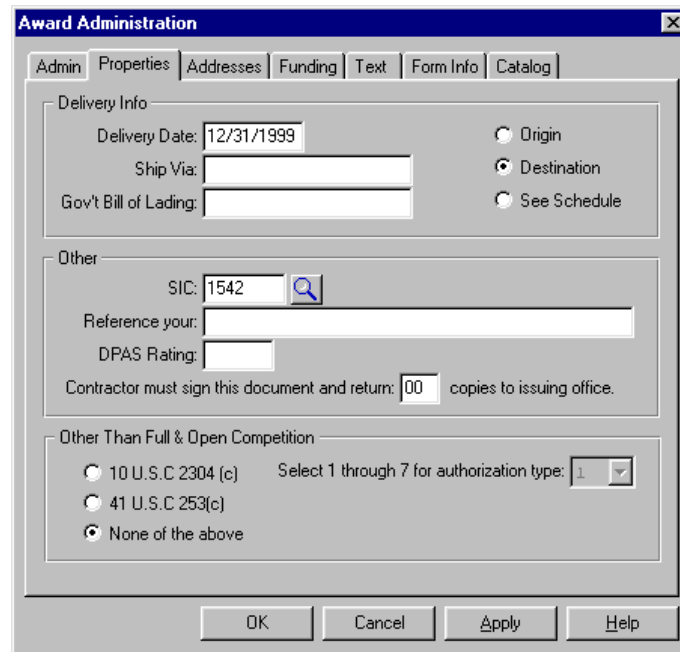
The *Admin Screen* includes award information for the Delivery/Task Order. Complete the fields as follows, pressing the <Tab> key to move from field to field:

Award Date:	The system defaults to the current date. The user may enter an alternative date.
Award Form:	Click on the down arrow and select the <i>GSA 300</i> form.
Expires On:	Enter the order delivery/completion date.
Signed On:	Enter the date that the Contracting Officer signs the order (can also be the award date).
Currency:	The system defaults to "US"; however, changes may be made.
Vendor:	Vendor information is pulled from the base contract.
COR/COTR:	Enter the 3-digit User ID or click on the spy glass to the right and select from the COR/COTR list, press the Select button to return to the <i>Admin Screen</i> .
Contract Officer:	Enter the 3-digit User ID or click on the spy glass as described in COR/COTR instructions above.

The user may utilize the **Apply** button at the bottom of each tabbed screen or click the **OK** button after the completion of all screen tabs to save.

NOTE: Do not choose the  button until the required order information is entered in all the tabbed screens.

Properties Screen



Click on the "Properties" tab. Complete the fields as follows, pressing the <Tab> key to move from field to field:

Delivery Date:	The system defaults the delivery date from the Procurement Request. Make any changes necessary.
Origin, Destination, See Schedule:	The system defaults to the "Destination" radio button; change if necessary.
Ship Via:	N/A
Gov't Bill of Lading:	N/A
SIC:	Enter the appropriate Standard Industrial Classification (SIC) Code. User may use spy glass lookup icon if SIC is unknown.
Reference your:	Enter the date of quote and reference no., if applicable.
DPAS Rating:	N/A
No. Of Copies:	Enter the number of signed copies that shall be returned to the issuing office, if applicable.

Other Than Full & Open Competition:	System defaults to "None of the above." For GSA select the radio button for 41 U. S. C. 253(c), then Click on the drop down arrow to select the proper authority, if applicable.
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Addresses Screen

Click on the "Addresses" tab. Complete the fields as follows, pressing the <Tab> key to move from field to field:

Issued by:	Insert address code or correspondence symbol as appropriate (prints in Block 11 of the <i>GSA 300</i>).
Deliver to:	Enter the building number where the services/supplies will be delivered (prints in Block 13 of the <i>GSA 300</i>).
Payment Made By:	N/A, information does not print on the <i>GSA 300</i> .
Administered By:	Enter the correspondence symbol of the administering office (prints in Block 15 of the <i>GSA 300</i>).
Place of Inspection:	Enter the location where the goods or services will be inspected/accepted (prints in Block 14 of <i>GSA 300</i>).
Place of Acceptance:	N/A, information does not print of the <i>GSA 300</i> .
Receiving Office:	Enter name, correspondence symbol, and telephone no. (prints in Block 21 of <i>GSA 300</i>).

NOTE: If address information fields were previously entered in the My Profile Screen (available from the EAS Desktop, when you choose "Options" from the menu bar, then select "Preferences" and "My Profile" from the drop-down menus). Otherwise they default as blank fields.

Funding Screen

Click on the "Funding" tab. Review the Accounting & Appropriation data for accuracy if previously completed during the Requisition/Procurement Request stage. If not entered, complete the fields as follows, pressing the <Tab> key to move from field to field:






Accounting & Appropriation:	Review/enter the correct appropriation data for the delivery/task order (prints in Blocks 4 & 5 of <i>GSA 300</i>).
BOC:	N/A.
Payments Subject to Availability of Funds:	Check this block if the contract will be chargeable to funds of the new fiscal year and the contract action is being initiated before funds are available (reference FAR Clause 52.232-18).
Subject to Fast Payment Procedures:	N/A, per GSAM 513.301.
Subject to Prompt Payment Act:	This block is mandatory and should always be checked (reference FAR Clause 52.232-25).
Days for Gov't constructive acceptance:	System defaults as "007," may be edited.

Invoice To:	Enter correspondence symbol or type address where invoice is to be mailed (prints in Block 24 of <i>GSA 300</i>).
Copies:	Defaults to "1," may be edited.
Vendor Discounts:	This information all defaults from the Vendor File.

Text Screen

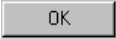
Click on the "Text" tab. Complete the fields by pressing the <Tab> key to move from field to field.

In the first block, enter any special comments/notations to be printed before the line items. A right mouse click in this block provides the capability to load a 2000 character file. (This text block allows also help, spellcheck, undo, and dump with the right mouse click.)

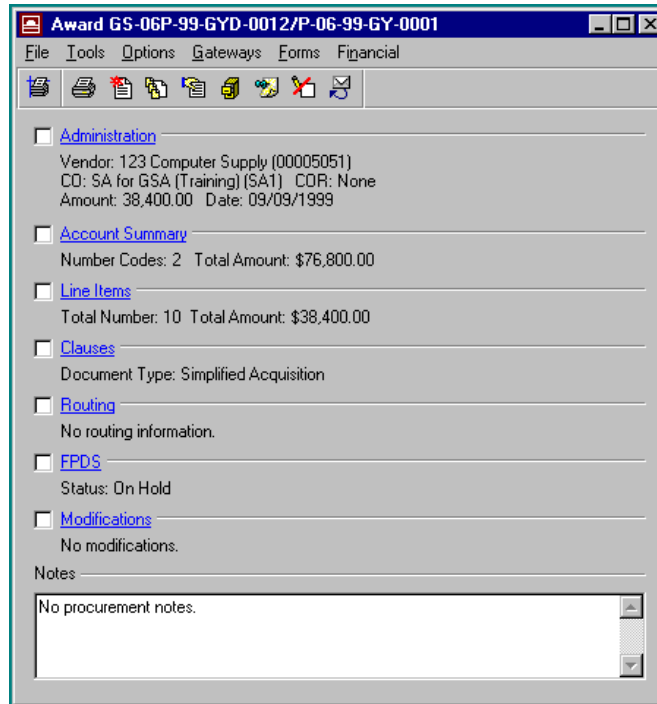
The second block allows a referenced document to print after the line items. Enter the path of the text/doc file or use the Browse button to locate one. A document that already exists in a shared directory can be located by pressing the "Browse" button. Highlight your document and press the  button and your document name will display in this field. The  button is used to edit an already existing document in MS Word. For example, after finding a document using the "Browse" button, that same document can be edited by pressing the  button. The  button will automatically bring up MS Word. The  button will enable you to create a form for entering repetitive information specific to any contract.

Form Info Screen and *Catalog Screen* are not applicable for the *GSA 300*.

EAS DESKTOP USER GUIDE

Press the  button, EAS will now save all information entered in all of the tabs. EAS will automatically return to the *Award Summary Screen*.

Award Summary Screen



The screenshot shows a window titled "Award GS-06P-99-GYD-0012/P-06-99-GY-0001". The window has a menu bar with "File", "Tools", "Options", "Gateways", "Forms", and "Financial". Below the menu bar is a toolbar with various icons. The main content area is divided into several sections, each with a checkbox and a label:

- ☐ [Administration](#)
Vendor: 123 Computer Supply (00005051)
CO: SA for GSA (Training) (SA1) COR: None
Amount: 38,400.00 Date: 09/09/1999
- ☐ [Account Summary](#)
Number Codes: 2 Total Amount: \$76,800.00
- ☐ [Line Items](#)
Total Number: 10 Total Amount: \$38,400.00
- ☐ [Clauses](#)
Document Type: Simplified Acquisition
- ☐ [Routing](#)
No routing information.
- ☐ [FPDS](#)
Status: On Hold
- ☐ [Modifications](#)
No modifications.

Below these sections is a "Notes" section with a text area containing "No procurement notes." and a scroll bar.

Adding Line Items

At the *Award Summary Screen*, click on "Line Items." The *Award Line Item Management Browser* will appear.

Award Line Item Management Browser

Line Item Total: 370,116.90 Option Total: 0.00


No.	Description	Quantity	UI	Cost	Type	Status
0001	Phone Cable	1,000,000.00	SF	0.369	BPRI	Full Award
0002	Door - Hollow - FiberBoard	1.00	EA	25.69	BPRI	Full Award
0003	Door - Hollow - Plywood - 1/4"	1.00	EA	32.50	BPRI	Full Award
0004	Door - Hollow - Plywood - 1/2"	1.00	EA	42.00	BPRI	Full Award
0005	Door - Hollow - Steel	1.00	EA	64.50	BPRI	Full Award
0006	Door - Hollow - Pressed Wood	1.00	EA	37.95	BPRI	Full Award
0007	Door - Hollow - Pressure Treat	1.00	EA	48.25	BPRI	Full Award
0008	Door - Solid Core - Fiberboard	1.00	EA	98.32	BPRI	Full Award
0009	Door - Solid Core - Plywood -	1.00	EA	112.45	BPRI	Full Award
0010	Door - Solid Core - Plywood -	1.00	EA	145.52	BPRI	Full Award
0011	Door - Solid Core - Steel	1.00	EA	195.65	BPRI	Full Award
0012	Door - Solid Core - Pressed W/o	1.00	EA	148.35	BPRI	Full Award
0013	Door - Solid Core - Pressure T	1.00	EA	165.72	BPRI	Full Award

Description : Phone Cable

Enter data or press ESC to end.

Line item information will pull forward from the Procurement Request. Line items on the PR come from the Base Contract.

Line Item Quantity Status

Clicking on this icon  will exhibit all the line items from the base contract and show the status of the quantity ordered to date and the remaining quantity that can be used for future orders. At the bottom of the screen the Total Contract Value should display the overall total of the Indefinite-Delivery Contracts (Definite Quantity, Requirements, & Indefinite Quantity) for the current year and the Total Amount Ordered against the contract from award. In order for the system to track Line Item quantity status for each year, the Line Items must be different for each year.

Example:

1st Base Year - 0001 - 0100

Option I - 1001 - 1100

Option II - 2001 - 2100

Line Item Detail Browser

LI #	Minimum Qty	Max./Est. Qty	Qty Ordered to Date	Remaining Qty
0001	24,856.00	310,700.00	4,991.00	305,709.00
0002	0.00	1.00	12,720.00	-12,719.00
0003	0.00	1.00	4,023.00	-4,022.00
0004	0.00	0.00	3,174.00	-3,174.00
0005	0.00	0.00	3,242.00	-3,242.00
0006	0.00	0.00	585.00	-585.00
0007	0.00	0.00	846.00	-846.00
0008	0.00	0.00	173.00	-173.00
0009	0.00	0.00	1,099.00	-1,099.00
0010	0.00	0.00	714.00	-714.00
0011	0.00	0.00	265.00	-265.00
0012	0.00	0.00	639.00	-639.00

BASE YEAR
 Total Contract Value: \$310,700.00
 Total Amount Ordered: \$173,217.09

Enter data or press ESC to end.

To show specific line item detail information, including delivery order number and quantity ordered, click "File," then "View Line Item Status" from the drop-down menu. *Line Item Detail Browser* will appear.


Line Item Detail Browser

Delivery Order	Quantity Ordered
P0600GY0001	1.00
P0699GY0001	2.00
P0699GY0002	40.00
P0699GY0003	1.00
P0699GY0004	306.00
P0699TN0004	1.00
P0699TN0006	2.00
P0699TN0007	80.00
P0699TN0008	126.00
P0699TN0009	2.00
P0699TN0010	1.00
P0699TN0011	1,251.00
P0699TN0012	270.00

Minimum Quantity: 24856
 Maximum Quantity: 310700

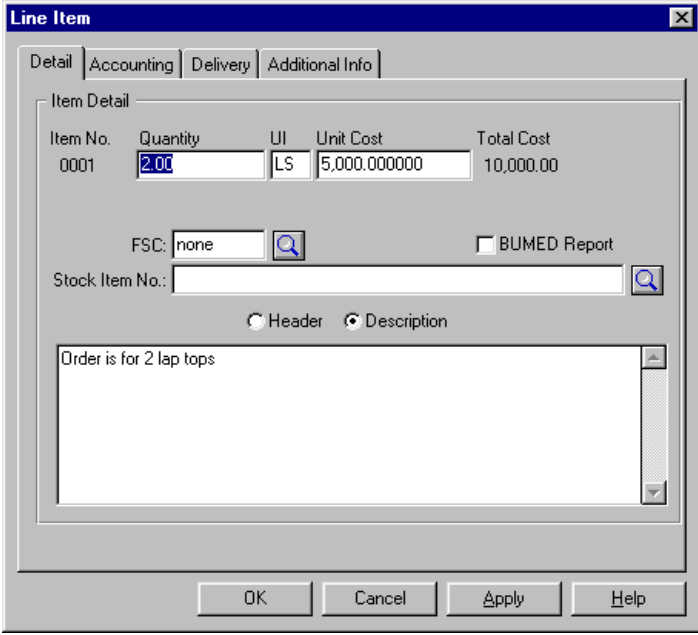
Enter data or press ESC to end.

If no changes are required for Line Items close the *Line Item Detail Browser*. The system will automatically advance user to *Award Obligation Screen* pulling forward Line Item Total.

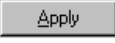

To view or make any necessary revisions at the *Award Line Item Managemet Screen*, double-click on the desired line item or highlight and click the  icon. The line item screen will appear at the "Detail" tab.


Line Item Tab Control Screen

Detail Screen

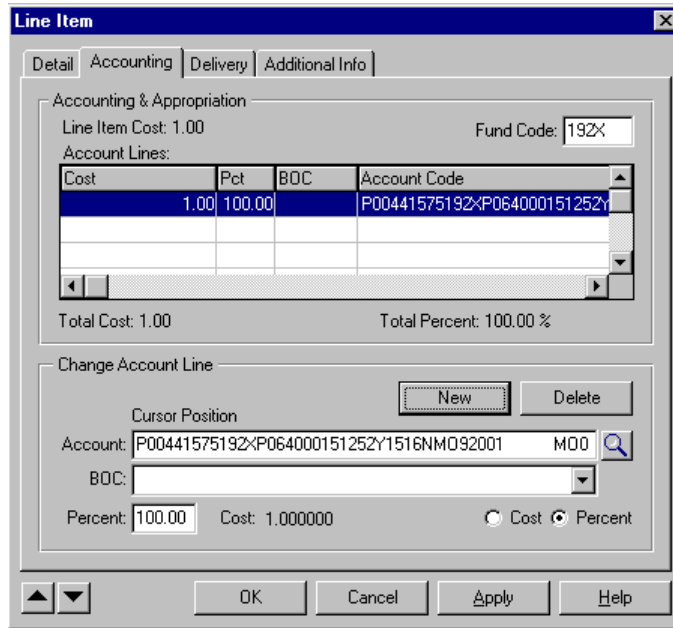


Quantity:	Change as needed.
UI:	Change as needed.
Unit Cost:	Change as needed.
FSC:	Defaults to none, add if needed.
BUMED Report	N/A.
Stock Item No.:	N/A.
Header:	Add a header if needed.
Description:	Add a description if needed.

To save, use the  button after entering information into each screen, or click the  button after the completion of all screen.

NOTE: Do not choose the  button until the required order information is entered in all the tab screens because EAS closes this window.

Accounting Screen

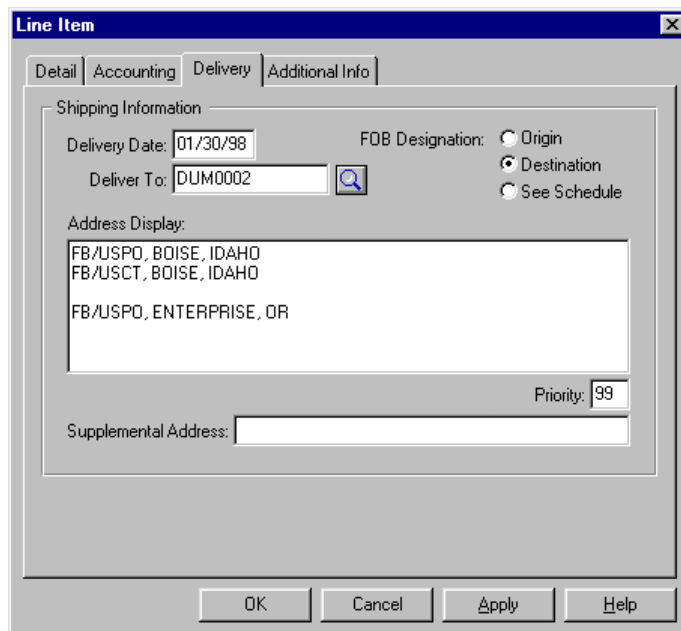


The 'Line Item' window has tabs for Detail, Accounting, Delivery, and Additional Info. The Accounting tab is active, showing 'Accounting & Appropriation' information. It includes a 'Line Item Cost' of 1.00 and a 'Fund Code' of 192X. Below this is a table for 'Account Lines' with columns for Cost, Pct, BOC, and Account Code. The first row shows a cost of 1.00, 100.00 percent, and an account code P00441575192X/P064000151252Y. Summary statistics show a 'Total Cost' of 1.00 and 'Total Percent' of 100.00 %. A 'Change Account Line' section at the bottom allows for editing the account, BOC, and percent, with buttons for New, Delete, and radio buttons for Cost or Percent.

Cost	Pct	BOC	Account Code
1.00	100.00		P00441575192X/P064000151252Y

Make any necessary changes to these fields and press the <Tab> key to move from field to field. Data defaults from requisition.

Delivery Screen



The 'Line Item' window has tabs for Detail, Accounting, Delivery, and Additional Info. The Delivery tab is active, showing 'Shipping Information'. It includes a 'Delivery Date' of 01/30/98 and a 'Deliver To' field with the value DUM0002. There are radio buttons for 'FOB Designation' with options: Origin, Destination (selected), and See Schedule. An 'Address Display' section shows a list of addresses: FB/USPO, BOISE, IDAHO; FB/USCT, BOISE, IDAHO; and FB/USPO, ENTERPRISE, OR. A 'Priority' field is set to 99. A 'Supplemental Address' field is also present. Buttons for OK, Cancel, Apply, and Help are at the bottom.

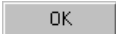
Click on the "Delivery" tab. This screen displays Shipping/Delivery information. Make any changes to these fields by pressing the <Tab> key to move from field to field.

Delivery Date:	Defaults from the Requisition.
FOB Designation:	Defaults is Destination.
Deliver to:	Defaults from the Requisition.
Priority:	Default is "99."
Supplemental Address:	N/A.

Additional Info Screen

Click on the "Additional Info" tab. Review the fields pressing the <Tab> key to move from field to field:

Pricing Options area	
Not Separately Priced	N/A.
Fully Awarded	System defaults as marked.
Not to Exceed	Mark if Applicable.
OCONUS area	
Currency Rate:	System defaults as marked.
Purchase Request Information area	
Purchase Request No.:	Defaults from Delivery/Task Order PR.
Project ID:	No default, enter if needed.

Click the  button after the completion of all screen tabs to save. This will bring the user to the *Award Line Item Management Screen*.

If the user needs to edit or review any additional line items follow the process above.

Close the *Award Line Item Managenemt Screen*, this will bring the *Award Obligation Tab Control Screen*.

Award Obligation

Award Obligation Tab Control Screen

Obligation Screen

The screenshot shows a window titled "Award Obligation" with three tabs: "Obligation", "Other Totals", and "Surcharge". The "Obligation" tab is selected. Inside the tab, there is a section titled "Award Total" with a checked checkbox "Always calculate obligated amount". Below this, the following values are displayed: "Line Item Total: 1,100.00", "Award Total: 1,100.00 (Includes Other Totals)", "US \$ Total: 1,100.00", and "Obligated Amount: 1,100.00". The "Contract Officer" field shows "AKE" with a magnifying glass icon and "Mitchell R. Akers". Below this is a section titled "FPDS Reporting" with two checked checkboxes: "Reporting Required" and "Create/Update Report on Close". At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Under the "Obligation" tab, the system automatically calculates the obligated amount; however, if the user elects to manually enter the amount the check box must be removed.

"Contracting Officer" defaults from the *Award Administration Screen/ Admin Screen*.

"FPDS Reporting System" defaults on "Reporting Required" and "Create/Update Report on Close," as marked. May be edited.

Click "Other Totals" tab, complete the fields as follows, using the <Tab> key to move from field to field:

Other Totals Screen

The screenshot shows a window titled "Award Obligation" with three tabs: "Obligation", "Other Totals", and "Surcharge". The "Other Totals" tab is active. Inside the tab, there is a section titled "Optional Charges/Discounts". Below this section, the following fields are displayed:

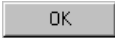
- Line Item Total: 1,100.00
- Type of Discount: A dropdown menu with "Amount" selected.
- Discount: 0.00
- Amount/Percent: 0.00
- Value Added Tax Rate: 0.00
- Total VAT Amount: 0.00
- Shipping Charges: 0.00
- Award Total: 1,100.00

At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and "Help".

Complete the following if applicable:

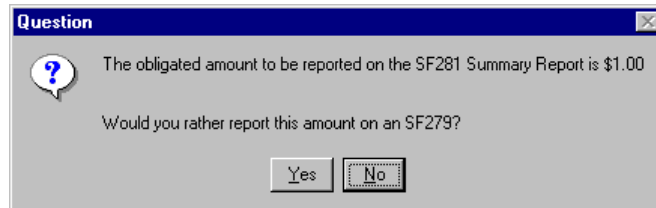
Line Item Total:	Sets total line item amount
Type of Discount:	Select either "None," "Percent," or "Amount." It is usually "None."
Discount:	Defaults to "0.00."
Amount/Percent:	Sets to "0.00."
Value Added Tax Rate:	Defaults to "0.00." N/A
Total VAT Amount:	Sets to "0.00." N/A
Shipping Charges:	Defaults to "0.00." Enter any shipping charges if applicable.
Award Total:	Sets to total for delivery order.

Surcharge Screen - Not functional at this time.

Click on the  button after completing the "Other Totals" tab to save award obligation information.

If the obligation amount is under \$25,000 the following dialogue box will appear.

Question Dialog Box



GSA requires the user to report Delivery/Task Orders on the *SF 279*. Click on the "Yes" button.

Preparing an SF279

SF 279 Tab Control Screen

Screens 1–8

Screen Number	Description	Contents
1	Reporting Agency Code	EAS defaults to 4740, the FPDS (Federal Procurement Data System) agency GSA/PBS identifier. (The code is actually 4740.4740).
2	Contract	EAS defaults to the number assigned at Award.

Screen Number	Description	Contents
	Number	
3	Modification Number	EAS defaults to the Modification number issued against the contract (if any).
4	Contracting Office Order Number	EAS defaults to the delivery order number issued against the contract.
5	Contracting Office Code	EAS supplies a default code. Enter the appropriate Contracting Office Code if it is different from the default. This number uniquely identifies the purchasing or contracting office.
6	Action Date	EAS pulls this date forward from the <i>Award Screen</i> .
7	Type of Data Entry	This field indicates the type of SF279 being reported. EAS defaults to "A" for original (an action not previously reported to the FPDS). However, if this is not an original 279, change to the correct code. Your other choices include: B – Deleting (for deleting a previously reported action to the FPDS) C – Correctly (for correcting a previously reported action)
8	Report Period	EAS defaults to the year and quarter the report was submitted, usually the current fiscal year and quarter. Do not change.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 9–16*.

Screen 9–16

The screenshot shows the SF279 screen with the following fields and values:

- 9. Kind of Contract Action: H. Modification
- 10. Dollars Obligated or Deobligated: 00000000
- 11. Type of Obligation: A. Obligated
- 12. Principal Product or Service: none
- 13. SIC Code: (empty)
- 14. Commercial Item Acquisition: (empty)
- 15. Contractor Name: Schumacher Elevator Co.
- 16. Contractor Identification Number: 005291620

The screen has tabs at the top: 1 To 8, 9 To 16 (selected), 17 To 23, 24 To 31, 32 To 33, 34 To 41, 42 To 49, and Reports. At the bottom are buttons for OK, Cancel, Apply, and Help.

Field Number	Description	Contents
9	Kind of Contract Action	<p>Enter the appropriate code from the following choices:</p> <p>D — <i>Small Purchase Procedure</i>. Use when an action is a small purchase procedure pursuant to <i>FAR Part 13</i>. Modifications to small purchases shall be reported as H.</p> <p>F — <i>Order under Basic Ordering Agreement (BOA)</i>. Use when an action is an order under a BOA.</p> <p>G — <i>Order/Modification under Federal Schedule</i>. Use when action is an Order, Modification to an order, or Termination of an order under a Federal Schedule contract.</p> <p>H — <i>Modification</i>. Use when the action is a modification to an existing Letter Contract, Definitive Contract, or Order (except for a modification to an order under a Federal Schedule contract, which shall be reported under G).</p> <p>K — <i>Termination for Convenience</i>. Use when an action is a modification to Termination for Convenience (except when an action IS a modification).</p> <p>L — <i>Order Under Multiple Award Contract</i>. Use when an action is a delivery order against a multiple award contract.</p>
10	Dollars Obligated (or Deobligated)	Enter the total award "Obligated Amount" in 1,000s of dollars, rounded to the nearest thousand, normally 0.
11	Type of Obligation	EAS defaults to A for "Obligated" (action obligates dollars). The only other choice is B for "Deobligated." Change to B if the action deobligates dollars.
12	Principal Product or Service	See corresponding blocks on the <i>SF 279</i> for the base contract, or enter the four-digit code from the <i>FPDS Product and Services Code Manual</i> . DO NOT LEAVE BLANK.
13	SIC Code	Enter the Standard Industrial Classification (SIC) Code that applies to the type of work being performed. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK.
14	Commercial Item Acquisition	Your choices are Y for "Yes" or N for "No." Defaults from the base award.
15	Contractor Name	EAS defaults to the previously entered name.
16	Contractor Identification Number	EAS pulls the Dun & Bradstreet (DUNS) number from the contractor vendor file (master bidders' list). DO NOT LEAVE BLANK.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 17–23*.

Screen 17–23

Field Number	Description	Contents
17a	Principal Place of Performance	Report the FIPS code of the city, state, foreign country, or government installation where the items are produced, manufactured, mined, or grown or the service would be performed. (See Block 17 of the <i>SF 279</i> for the base contract.) <i>Do not use two-letter postal abbreviations.</i> For construction or A/E contracts, report the construction site location. FIPS codes can be found on the Internet at http://web1.whs.osd.mil/PEIDHOME/FIPQuery.htm . DO NOT LEAVE BLANK.
17b	Foreign Country Code	Use, if applicable. In most cases, however, this field will be blank.
18	Foreign Gov't or International Orgn.	Use, if applicable. In most cases, however, this field will be "No."
19	Tariff or regulated	Use, if applicable. In most cases, however, this field will be blank.
20	Reserved	
21	Bundling of Contract Requirements	Defaults to NO, change if required.

Field Number	Description	Contents
22	Country of Manufacture	EAS defaults to U.S.
23	Synopsis of Procurement	Report based on the <i>CBD</i> synopsis required of <i>FAR</i> 5.2. Choose from: A — Synopsized prior to Award B — Not Synopsized because of Urgency C — Not Synopsized for other Reason

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 24-31*.

Screen 24-31

SF279

1 To 8 | 9 To 16 | 17 To 23 | **24 To 31** | 32 To 33 | 34 To 41 | 42 To 49 | Reports

☒ 24. Type of Contract or Modification
☒ 25. CICA Applicability
 26. Solicitation Procedures
 27. Authority Other Than Full and Open Competition
 28. Number of Offers Received
☒ 29. Extent Competed
 30. Type of Contractor
 31. Women-Owned Business

OK Cancel Apply Help

Field Number	Description	Contents
24	Type of Contract or Modification	Report code that represents the predominance of dollars obligated or deobligated. A — Fixed-Price Redetermination J — Fixed-Price K — Fixed-Price with Economic Price Adjustment L — Fixed-Price Incentive R — Cost-Plus Award Fee S — Cost-No Fee T — Cost-Sharing U — Cost-Plus-Fixed Fee V — Cost-Plus-Incentive Y — Time and Materials Z — Labor Hours
25	CICA Applicable	Enter the appropriate codes from the following: A. <i>CICA Applicable</i> — Use if the action resulted from a Solicitation issued on or after April 1, 1985, and Code B or C does not apply. B. <i>Purchase Orders/BPA Calls Using Small Purchase Procedures</i> — Use if the action is a purchase order or BPA calls. C. <i>Subject to Statute Other than CICA</i> — Use if specific legislation authorizes agency to use procurement procedures not covered by the CICA statute, and only if the agency notifies FPDC in advance that this code is authorized. D. <i>Pre-CICA</i> — Use if the action resulted from Solicitations issued before April 1, 1985. E. <i>Commercial Items Acquisition</i> — Use if the action resulted from Solicitations issued using <i>FAR, Part 12</i> . DO NOT LEAVE BLANK.

Field Number	Description	Contents
26	Solicitation Procedures	<p>Choose from the following:</p> <p>A. Full and Open Competition — Sealed Bid</p> <p>B. Full and Open Competition — Competitive Proposal</p> <p>C. Full and Open Competition — Combination</p> <p>D. <i>Architect/Engineer</i> — Use if the action resulted from selection of sources for A/E contracts.</p> <p>E. <i>Basic Research</i> — Use if the action resulted from competitive selection of basic research proposals.</p> <p>F. <i>Multiple Award Schedule</i> — Use if the action is for award of a multiple award schedule or an order against a multiple award schedule.</p> <p>G. <i>Alternate Source-Reduced Cost</i> — Use if the action resulted from use of procedures to reduce overall costs pursuant to <i>FAR 6.202(a)(1)</i>.</p> <p>J. <i>Alternate Source-Engineer, R&D Capability</i> — Use if the action resulted from use of procedures for establishing or maintaining an essential engineering, research, or development capability pursuant to <i>FAR 6.202(a)(3)</i>.</p> <p>K. <i>Set Aside</i> — Use if the action resulted from use of procedures for set asides pursuant to <i>FAR 6.203</i>, competed 8(a) awards, and sole source 8(a) awards.</p> <p>L. Other Than Full and Open Competition.</p> <p>DO NOT LEAVE BLANK.</p>

Field Number	Description	Contents
27	Authority Other Than Full and Open Competition	<p>Enter one of the following ONLY when 26 is Y for “Yes.”</p> <p>A. <i>Unique Source</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(b)(1)</i>.</p> <p>B. <i>Follow-on Contract</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(a)(2)(ii)</i>.</p> <p>C. <i>Unsolicited Research Proposal</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(a)(2)(i)</i>.</p> <p>D. <i>Patent/Data Rights</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(b)(2)</i>.</p> <p>E. <i>Utilities</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(b)(3)</i>.</p> <p>F. <i>Standardization</i> — Use if the action was justified pursuant to <i>FAR 6.302-1(b)(4)</i>.</p> <p>G. <i>Only One Source – Other</i> — Use if the action was justified pursuant to <i>FAR 6.302-1</i> in a situation other than the examples cited in A through F above.</p> <p>H. <i>Urgency</i> — Use if the action was justified pursuant to <i>FAR 6.302-2</i>.</p> <p>J. <i>Mobilization</i> — Use if the action was justified pursuant to <i>FAR 6.302-3(a)(2)(i)</i>.</p> <p>L. <i>International Agreement</i> — Use if the action was justified pursuant to <i>FAR 6.302-4</i>.</p> <p>M. <i>Authorized by Statute</i> — Use if the action was justified pursuant to <i>FAR 6.302-5(a)(2)(I)</i>. This includes actions under the <i>SBA 8(a)</i> Program that are sole source pursuant to <i>FAR 6.302.5(b)(4)</i>.</p> <p>N. <i>Authorized Resale</i> — Use if the action was justified pursuant to <i>FAR 6.302-5(a)(2)(ii)</i>.</p> <p>P. <i>National Security</i> — Use if the action was justified pursuant to <i>FAR 6.302-7</i> Public Interest.</p> <p>Q. <i>Public Interest</i> — Use if the action was justified pursuant to <i>FAR 6.302-7</i> Public Interest.</p>
28	Number of Offers Received	<p>Enter the appropriate code from the following choices:</p> <p>A. 1, B. 2–5, C. 6–10, D. 11–15, E. 16–20, F. 21–50, G. over 50.</p> <p>(See the corresponding block on the <i>SF 279</i> for the base contract.)</p>

Field Number	Description	Contents
29	Extent Competed	<p>Use one of the following when the conditions apply. (See corresponding blocks on the <i>SF 279</i> for the base contract.)</p> <p>A. <i>Competed Action</i> — Use when Fully and Openly Competed</p> <p>B. <i>Not Available for Competition</i> — Use for utilities, brand name commercial products for authorized resale, procurements authorized or required by statute, sole source 8(a), or other contract actions where the agency has determined that there is no opportunity for competition.</p> <p>C. <i>Follow-On to Competed Action</i> — Use when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions.</p> <p>D. <i>Not Competed</i> — Use when A, B, or C do not apply.</p>

Field Number	Description	Contents
30	Type of Contractor	<p>Enter the appropriate code. (See corresponding blocks on the SF 279 for the base contract.) DO NOT LEAVE BLANK.</p> <p>A. <i>Small Disadvantaged Business</i> — Use for an award to a small disadvantaged business concern as defined in FAR 19.001.</p> <p>B. <i>Other Small Business</i> — Use for an award to a small business concern as defined in FAR 19.001 when Code A does not apply.</p> <p>C. <i>Large Business</i> — Use for an award to a concern that is not a small business concern or an individual.</p> <p>D. <i>JWOD Non-Profit Agency</i> — Use for an award to a workshop for the blind or for the other severely handicapped persons as defined in FAR 8.701.</p> <p>E. <i>Nonprofit Educational Organization</i> — Use for an award to an educational organization neither organized for profit nor owned by a state or local government.</p> <p>F. <i>Nonprofit Hospital</i> — Use for an award to a hospital neither organized for profit nor owned by a state or local government.</p> <p>G. <i>Other Nonprofit Organization</i> — Use for an award to any other organization that is neither organized for profit nor owned by a state or local government, including research organizations.</p> <p>H. <i>State/Local Government – Educational</i> — Use for an award to a state-owned or locally-owned educational organization</p> <p>J. <i>State/Local Government – Hospital</i> — Use for an award to a state-owned or locally-owned hospital</p> <p>K. <i>Other State/Local Government</i> — Use for an award to any other organization that is part of a state or local government, including state or local research organizations</p> <p>L. <i>Foreign Contractor</i> — Use for an award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof).</p> <p>M. <i>Domestic Contractor Performing Outside U.S.</i> — Use for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas.</p> <p>N. <i>Historically Black College/University or Minority Institution (HBCU/MI)</i> — Use for an award to a source identified as an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. “Minority Institution” means an institution of higher education meeting the requirements of Section 1046(3) of the <i>Higher Education Act of 1965</i>.</p>
31	Woman-Owned Business	Enter the appropriate code. Choose Y for “Yes” or N for “No.”

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 32-33*.

Screen 32-33

SF279

1 To 8 | 9 To 16 | 17 To 23 | 24 To 31 | **32 To 33** | 34 To 41 | 42 To 49 | Reports

☒ 32. HUBZone Small Business Concern

☒ 33a. HUBZone Program

☒ 33b. Small Disadvantaged Business Programs

☒ 33c. Other Preference Programs

33d. HUBZone Price Evaluation Preference Percent Difference

33e. SDB Price Evaluation Adjustment Percent Difference

OK Cancel Apply Help

Field Number	Description	Contents
32	HUBZONE Small Business Concern	
33a	HUBZone Program	
33b	Small Disadvantages Business Programs	
33c	Other Preference Programs	<p>Enter the appropriate code for the program for which the Solicitation was set-aside. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK.</p> <p>A. Directed to a JWOD Nonprofit Agency</p> <p>B. 8(a) Contract Award</p> <p>C. Reserved</p> <p>D. Small Business Set-Aside</p> <p>E. Reserved</p> <p>F. Reserved</p> <p>G. Buy Indian/Self Determination</p> <p>H. No Reference Program or Not Listed</p> <p>J. Small Disadvantaged Business Set-Aside</p>
33d	HUBZone Price Evaluation Preference Price Difference	
33e	SDB Price Evaluation Adjustment Percent Difference	

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 34-41*.

Screen 34-41

The screenshot shows a software window titled 'SF279' with a tabbed interface. The '34 To 41' tab is selected. The window contains the following fields:

- 34. Subcontracting Plan: A dropdown menu.
- 35. Subject to Labor Statutes: A dropdown menu.
- 36. Estimated Contract Completion Date: A text box containing '12/30/2000'.
- 37. Contractor's TIN: A text box containing '420845038'.
- 38. Common Parent's Name: A text box.
- 39. Common Parent's TIN: A text box.
- 40. Reserved: A text box.
- 41. Reserved: A text box.

At the bottom of the window are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

Screen Number	Description	Contents
34	Subcontracting Plan	Enter the appropriate code. (See the corresponding block on the <i>SF 279</i> for the base contract.) A. <i>Required</i> — Use if the contract contains a subcontracting plan. B. <i>Not Required</i> — Use if the contract does not contain a subcontracting plan.
35	Subject to Labor Statutes	Enter the appropriate code. (See the corresponding block on the <i>SF 279</i> for the base contract.) A. Subject to Walsh-Healey Act C. Service Contract Act D. Davis-Bacon Act E. Not Subject to Walsh-Healey, Davis-Bacon, or Service Contract Acts
36	Estimated Contract Completion Date	EAS displays the expiration date from the “Admin Screen” of the Award Administration Tab Control Box. Enter the current contract completion date.
37	Contractor's TIN	Pulled from the bidder record in the master bidders' list.

Screen Number	Description	Contents
38	Common Parent's Name	Data displays from the Vendor file if a common parent is applicable.
39	Common Parent's TIN	Data displays from the Vendor file if Item 37 is applicable.
40	Reserved for FPDS	Not applicable
41	Reserved for FPDS	Not applicable

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 42-49*.

Screen 42-49

The screenshot shows a software window titled "SF279" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with tabs labeled "1 To 8", "9 To 16", "17 To 23", "24 To 31", "32 To 33", "34 To 41", "42 To 49", and "Reports". The "42 To 49" tab is currently selected. The main area of the window contains the following fields and controls:

- 42. Demonstration Program: A dropdown menu with a blue background and a small 'x' icon to its left.
- 43. Emerging Small Business: A dropdown menu.
- 44. Emerging Small Business Reserve Award: A dropdown menu.
- 45. Size of Small Business: A text input field with a dropdown arrow on the right.
- 46. Reserved for FPDS: A text input field.
- 47. Optional Reported Data Elements: A text input field.
- 48. For Agency Internal Use: A text input field.
- 49 Contracting Officer or Rep.: A text input field containing "SA1" and a magnifying glass icon to its right.
- Submitted: A text input field containing "10/25/1999".
- SA for GSA (Training): A text label below the "49 Contracting Officer or Rep." field.

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Screen Number	Description	Contents
42	Demonstration Test Program	<p>Does not apply to contract actions under the Federal Schedule Program. Choose "Yes" or "No." (See the corresponding block on the <i>SF 279</i> for the base contract.)</p> <p>Y (Yes) — Use for any contract action awarded to U.S. business concerns as a result of a Solicitation issued on or after 1/1/89 under the Demonstration Test Program for the designated industry groups or the targeted industry categories.</p> <p>N (No) — Use when the above does not apply.</p>

Screen Number	Description	Contents
43	Emerging Small Business	Enter a code only if Item 42 is “Yes” or if the contractor represents that it is an emerging small business. Otherwise, leave blank. (See the corresponding block on the <i>SF 279</i> for the base contract.)
44	Emerging Small Business Reserved Award	Enter a code only if Item 43 is “Yes” or if contract actions (including modifications) resulted from an award reserved for emerging small business concerns. Otherwise, leave blank. (See the corresponding block on the <i>SF 279</i> for the base contract.)
45	Size of Small Business	Enter a code if the award is to a small business concern or Item 42 is “Yes.”
46	Reserved for FPDS	Not applicable
47	Optional Reported Data Elements	Not applicable
48	For Agency Internal Use	Not applicable
49	Contracting Officer	Enter the three-letter EAS ID of the contracting official who will sign the <i>SF 279</i> . (EAS defaults to previously entered information.)
	Submitted	Enter the estimated date the modification is being submitted.

Screen Reports

SF279

1 To 8 | 9 To 16 | 17 To 23 | 24 To 31 | 32 To 33 | 34 To 41 | 42 To 49 | Reports

SF279 Edit Report
 Today's Date: 10/25/1999
 Report Time: 4:21:00 PM

Item 5 must be 5 characters.
 Item 8 cannot be greater than current quarter and year.
 Item 13 may not be blank if item 9 is not G.
 Item 14 must not be blank if item 9 is not G.
 Item 17b must have an entry if Item 17a, State code, is blank.
 Item 23 may only be blank if item 18 is Y or item 9 is G or
 item 16 is UNICOR.
 Item 24 must contain an entry if item 9 is not G,
 item 18 is not Y and item 16 is not UNICOR.
 Item 25 must have a valid code.


Update Edit Report | Print Edit Report | Print SF279


OK | Cancel | Apply | Help


When you have finished entering the data for all of the relevant *SF 279* fields, click the

“Reports” tab and then the “Update Edit Report” button. If you find errors, click on the appropriate tabs and make corrections. Review the above instructions carefully, and ask your System Administrator for assistance if you have a question about any of the entries.

Printing the SF 279

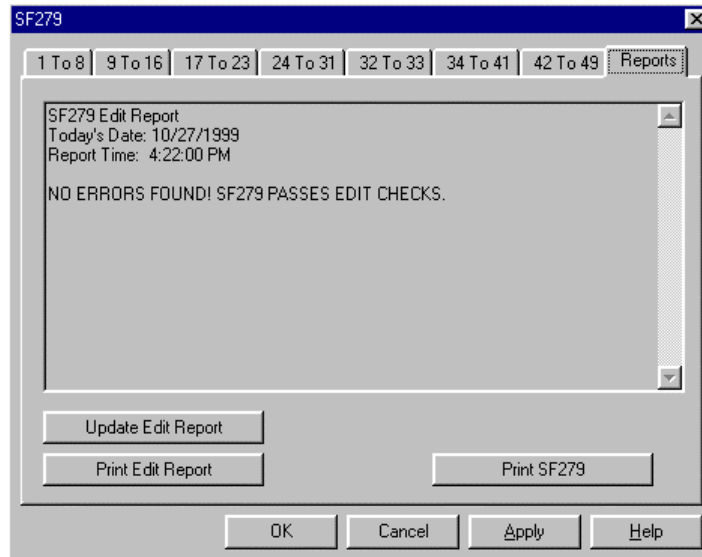
Click the button marked “*Print SF 279.*” EAS will display a preview of the printed SF 279. If everything is as it should be on the screen, click the “*Print*” button, and, if desired, adjust the number of copies. Click . The form will print to your Windows printer.


Acknowledge any system messages by clicking . After your form has successfully printed, click the “*Close*” button at the top of your screen, and EAS will return you to the SF 279 Screen.

Click  to save your work. EAS will return you to the *Award Summary Screen*.

Marking SF 279 Data for Export

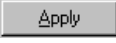
Reports Screen




From the *Award Summary Screen*, choose “Gateway” and “Mark FPDS.” The system displays the following message: “Record has been marked for export.” Click  to acknowledge. You will return to the *Award Summary Screen*.


This screen helps the editing process for the six previous screens (Fields 1–49) for errors. Click on “Update Edit Report,” and any errors that EAS is able to identify will be listed. Print a copy of the error report by clicking on “Print Edit Report” button located at the lower left of the screen.

Make corrections as indicated on the report until all the errors have been corrected.

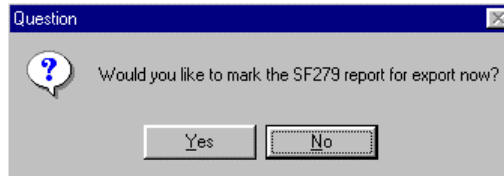
Note: After each correction has been made, click on the  button.

Click on the “Update Edit Report” button to display a report reflecting any corrections made. If errors are still listed, continue to make corrections and click on “Update Edit Report” until the message reads “No errors found! SF 279 passes edit checks.” Click on the “Print 279” button and then . The SF 279 will print to the Windows printer.

Note: Review the SF 279 to ensure that all data is correct and that no required fields are left blank.

Once the SF 279 is correct, click on  in the upper right-hand corner to return to the SF 279 Reports Screen. The system will ask if the SF279 is to be marked for export.

SF279 Export Question Box



Click on  and the SF279 will be exported. The *Award Summary Screen* will reappear.